



COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 06-2010

Posting Date: February 08, 2010

JOB TITLE	<u>PUBLIC INFORMATION OFFICER II</u>
EXAM NUMBER	216012
FILING DATES	February 09, 2010 until needs are met
SALARY	\$4,952.36 - \$6,495.18 MONTHLY
POSITION INFORMATION	Develops, organizes, and coordinates a comprehensive public information program for a County department.
ESSENTIAL JOB FUNCTIONS	<ul style="list-style-type: none">• Develops and maintains an outlet through radio, television, and the press for announcements of departmental programs; arranges radio and television appearances for departmental personnel and prepares material for their use.• Plans and directs public outreach strategies and special events of a public relations nature, including press conferences.• Edits, from a public relations point of view, technical papers prepared by the department.• Assists reporters in the development of special features and in the dissemination of information regarding the department.• Composes a variety of general and special information pamphlets concerning various phases of departmental operations for distribution to the public.
SELECTION REQUIREMENTS	<p>A Bachelor's degree from an *accredited college or university -AND- Five years of public relations experience including the writing and placing of news and feature articles for the various communication media, two (2) years of the required experience must have included advertising or promoting a project, service, or product through the mass media.</p> <p>Physical Class: 2 - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.</p> <p>Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</p> <p>Special Requirement Information: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies, which are</p>

Department of Mental Health: Address: 550 S. Vermont Ave., Room 901, Los Angeles, CA 90020
24-Hour Job Line: (800)970-LIST; TTY Phone: (213) 738-2823

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	<p>accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are transcripts that have been evaluated and deemed to be equivalent to transcripts from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or <u>Association of International Credential Evaluators, Inc.</u></p> <p>Degree(s) must indicate the specialized field in order to be evaluated. Candidates whose educational degree(s) do not show the specialty must provide a written statement from their university/college indicating the educational specialty on the university's letterhead. A copy of your degree or written statement from the Registrar's office must be submitted AT THE TIME OF FILING.</p>
SPECIAL INFORMATION	<p>Shift: Any Shift</p> <p>Appointees may be required to work any shift, including evening, nights, holidays or weekends.</p>
VACANCY INFORMATION	<p>The resulting eligible register for this examination will be used to fill a vacancy in the Department of Mental Health, Public and Government Relations Division.</p>
EXAMINATION CONTENT	<p>This examination will consist of an Interview weighted 100%. The interview will cover training and experience, personal fitness and general ability to perform the duties of the position. CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER TO BE PLACED ON THE ELIGIBLE LIST.</p>
ELIGIBILITY INFORMATION	<p>The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. No person may compete in this examination more than once every (12) months.</p>
	<p style="text-align: center;">* * * * IMPORTANT INFORMATION * * * *</p>
APPLICATION INFORMATION	<p>You have the option of filing a standard County of Los Angeles Employment Application and the Supplemental Application either Hard Copy submission -OR- Online (via electronic submission). Please select only ONE method to file your application.</p> <p><u>Instructions for Filing Online:</u> The Standard County of Los Angeles Employment Application for this examination can be completed online and submitted electronically beginning Tuesday, February 9, 2010. Applications electronically received after 5:00p.m., PST, on the last day of filing will not be accepted. To apply online, click on the link below on or after February 9, 2010.</p> <p>https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=1216br</p> <p>Applicants who apply online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 637-4585 within five (5) business days of filing online. Please include your name, the exam number and the exam title on faxed documents.</p> <p><u>Instructions for Hard Copy Submission:</u> The Standard County Employment Application for this position will be accepted on business days only between 8:00a.m. and 5:00p.m. beginning Tuesday, February 9, 2010. The Standard County Application can be found at http://easier.co.la.ca.us/JobInfo/empapp.pdf.</p> <p>The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your application must show complete</p>

information including month, day and year, total number of months, total number of hours worked (full or part-time). Resumes showing training and experience may be attached to the Los Angeles County application. Resumes and applications must show actual payroll titles held and not the working and/or functional titles. Candidates must provide copies of any and all documents at the time of filing.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Department of Mental Health
Human Resources Bureau, Recruitment Unit
550 S. Vermont Ave., 9th floor, room 901
Los Angeles, CA 90020
(213) 738-2823

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 738-2823.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2823. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 738-2823. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.